# Human Resources Management (HRM) Investment Management
# Out-of-Cycle Certification Request Guidance

## Background

Each Department of Defense (DoD) Component will develop an Organizational Execution Plan (OEP) on an annual basis to articulate its approach to aligning its portfolio of defense business system (DBS) investments to the appropriate portion(s) of the Functional Strategy(s). An out-of-cycle certification request (funding allocated for a system outside of the standard certification schedule) for a DBS must be initiated if, at any time, it meets the requirements listed below in Table 1 and/or Table 2, or if a DBS that was not approved or included in the current Fiscal Year (FY) OEP requests funding certification.

The HRM Investment Management team assists HRM stakeholders with developing and submitting out-of-cycle certification requests. The process includes preliminary certification review and facilitation of the submission to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD (P&R)). This guidance will help stakeholders submit complete and accurate out-of-cycle requests in a timely manner and ensures compliance with out-of-cycle certification requirements set by the Office of the Deputy Chief Management Officer (ODCMO).

## Out-of-Cycle Request Classifications

### Type One: Notification to the Defense Business Council (DBC)

Certain Out-of-Cycle requests do not require formal review and approval by the DBC per Section 2.6 of the DBS Investment Process Guidance issued by the ODCMO. The appropriate Pre-Certification Authority (PCA) is required only to submit a notification memo to the DBC if specific changes are being made to an OEP. These changes and the associated documentation are provided in the table below.

**Table 1**

| Type | Changes Requiring Notification | Artifacts/Documentation |
|---|---|---|
| Notification to DBC | • Removal of a DBS from the portfolio of previously approved systems<br>• Decrease in funding for a DBS with previous certification approval<br>• Redistribution of resources<br>  ○ Lesser of $10 million or 20% of previously approved total portfolio value<br>  ○ Lesser of $5 million or 15% of the prior approved certification amount for a single DBS | • P&R Components Notification Memo [Template] |

*Type Two: Out-of-Cycle Certification Request*

All other funding changes to a previously approved OEP will require a formal out-of-cycle certification request per Section 2.6 of the DBS Investment Process Guidance. Standard elements and documentation of an out-of-cycle request package must be submitted and/or completed in order to facilitate the review and approval process. This documentation is detailed in the table below.

**Table 2**

| *Type* | *Artifacts/Documentation* |
|---|---|
| **Out-of-Cycle Certification Request Submission** | • System data updated in the following four authoritative data sources per the new requested total:<br>    o Defense Information Technology Portfolio Repository (DITPR)<br>    o Select and Native Programming Data Collection System – Information Technology (SNaP-IT)<br>    o BEA Compliance System (BCS)<br>    o DoD Information Technology Investment Portal (DITIP)<br>• Updated Pre-Certification Request (PCR) Memo<br>    o P&R Components PCR Memo [Template]<br>• Updated Attachment (1) with Prior Approved Portfolio Data (changes highlighted)<br>• Updated Attachment (2) with Condition Status (changes highlighted)<br>• Out-of-Cycle Briefing Slides [Template]<br>• Out-of-Cycle Briefing Slides [Sample]<br>• Problem Statement<br>*NOTE: In out-of-cycle process, the Problem Statement required only when a program is coming in with Dev/Mod dollars* |

## Timeline and Submission

The DBC will address out-of-cycle certification requests on a case-by-case basis during the bi-monthly DBC meeting. Please submit an out-of-cycle package to the HRM Investment Management team via the HRM Portal at least 60 days prior to the targeted DBC meeting. The team will help stakeholders coordinate submission of the request to the P&R front office to ensure the package is received by the ODCMO for submission to the DBC at least 15 days prior to the target meeting. Out-of-cycle certification requests will be accepted no later than June 15th of the given year. Therefore, requests must be submitted to the HRM Investment Management team by this date in order to meet the ODCMO's August 15th suspense date and receive certification. *Note: Stakeholders requiring access to the HRM Portal should email the HRM Investment Management team at dodhra.mc-alex.dhra-prim.mbx.hrm-invest-mgmt@mail.mil.*

**Figure 1**

## Review Process

Upon receipt of an out-of-cycle request package, the HRM Investment Management team will check the package for completeness, consistency, and compliance.

*If issues are identified during the review,* the HRM Investment Management team will draft an issue paper documenting the assessment issues and send it to the Component with a suspense of five business days to address/resolve the issues and submit a revised package to the HRM Investment Management team to continue and finalize the review.

*If no issues are identified,* the review process will move forward, and subject matter experts will analyze the mandatory data elements (DITPR, SNaP-IT, BCS, and DITIP contents) and conduct an integrated team assessment of the package(s). If at this stage compliance is validated and no significant issues come out of the review, the HRM Investment Management team will develop the recommendation and send it to the PCA for approval and forwarding to the ODCMO for DBC consideration.

## Close-out and Approval

The PCA forwards the package to the ODCMO. The ODCMO then conducts a review of the out-of-cycle request package and presents it to the DBC for final approval.

**Figure 2**
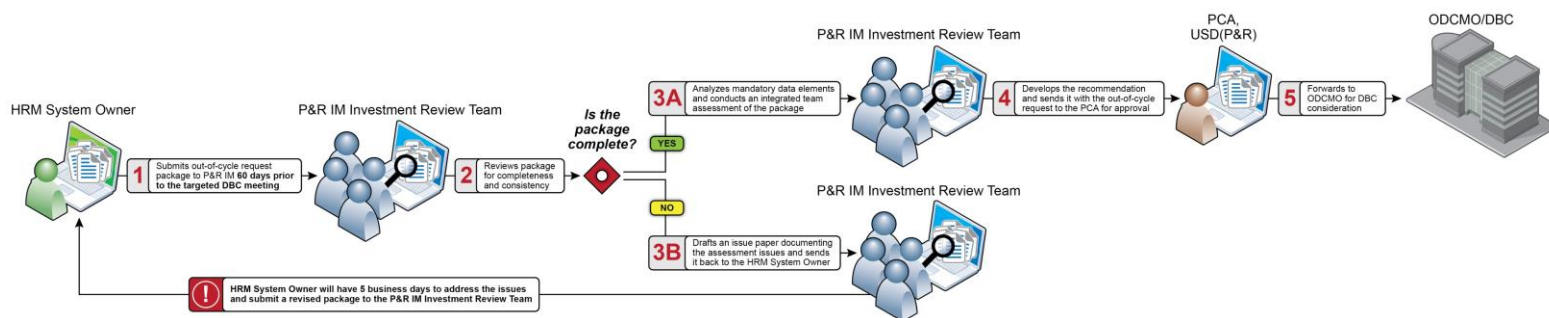


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## Learn More!

To learn more or share your questions, please email the HRM Investment Management team at dodhra.mc-alex.dhra-prim.mbx.hrm-invest-mgmt@mail.mil.